

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #18
(3161)
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Records Officer Vickie Johnson

23852	Citations
24303	Daily log
24302	Incident and case reports

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #18

SERIES: 23852

3

TITLE: Citations

DATES: 1985-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a copy of a citation issued by section officers to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation. Citations may also be issued for other misdemeanor offenses.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy provided no litigation is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative Legal

This retention is based upon Municipal General Records Retention Schedule item 21-48 and County General Records Retention Schedule item 16-49.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #18

SERIES: 23852

TITLE: Citations

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2009

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) 2009

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #18

SERIES: 24303

3

TITLE: Daily log

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This is a report of daily activity per work shift per officer. It is used to account for and summarize the officer's work time, compile annual reports and for planning and budgeting purposes. Information includes officer name, date, day of week, beginning and ending miles for vehicle, vehicle number, area worked and number of hours on duty. Also included are a breakdown of daily activities, brief description of various activities and start and completion times for each entry.

RETENTION:

Retain 2 years in office.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon Municipal General Records Retention Schedule item 21-2 and County General Records Retention Schedule item 16-13.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #18

SERIES: 24303

TITLE: Daily log

(continued)

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #18

SERIES: 24302

3

TITLE: Incident and case reports

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the traffic accident and criminal investigations conducted by the Utah Highway Patrol officers in the course of their duties. Included are Incident Reports (HPF-26), State Accident Report Forms (DI-9), Driving Under the Influence (DUI) reports, witness statements (HPF-13), property inventory forms (HPF-36), evidence logs (HPF-100), laboratory reports, copies of impound reports (TC-540), diagrams and miscellaneous other documents. An incident report is generated for each call received and/or stop made by an officer. It identifies the reporting officer, location of incident, type of incident and may also include any assisting officers, names and identifying information of involved parties and vehicle information. If a report is taken a narrative will also be included. Other information in this records series includes names, addresses, ages, vehicle registrations, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information and photographs.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy provided no litigation is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2004

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #18

SERIES: 24302

TITLE: Incident and case reports

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2009

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) 2009